

**HAMILTON BRANCH FIRE PROTECTION DISTRICT  
REGULAR MEETING OF THE BOARD OF DIRECTORS**

**June 9, 2021 Meeting Minutes**

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**1) Fire Board President, Norman Sollid, called the meeting to order at 1:00 PM**

**2) Fire Board Members Present:** President Norm Sollid, Vice President Ron Damsen, Directors Katherine Newton & Brett Hurff. Secretary John Seipert was absent, Staff present: Fire Chief Andrew Courtright & District Secretary Holly Coons.

**3) Pledge of Allegiance**

President Sollid led the pledge of allegiance.

**4) Approval of the Meeting Minutes:**

There was a correction noted.

There were questions and answers regarding the meeting minutes from May 12, 2021

President Sollid called for a motion to approve the meeting minutes for May 12, 2021.

Upon a motion by Vice President Damsen, seconded by Director Brett Hurff, the minutes were approved unanimously.

**5) Approval of the Agenda:**

President Sollid asked if the Fire Board had any changes to the agenda for June 9, 2021.

There being none, President Sollid called for motion to approve the agenda.

Upon a motion by Damsen, seconded by Hurff, the agenda was approved as posted.

**6) Public Comment:**

None

**7) Old Business:**

**A. Special Tax Assessment – Up-date:**

Chief Courtright reported an update on the special tax as of May 4, 2021.

Chief explained the final numbers and certification form the County of Plumas Elections Department are as follows:

Total votes - 256 out of 506 registered voters                      50.59%

Total YES votes – 185

Total NO votes – 71

Total votes - 256

The total cost of the Measure was \$3,350.70.

Chief reported he received a complaint that was filed with Fair Political Practice Commission and has not had any other contacts as of yet.

Chief said he will keep the Fire Board informed.

**B. Self-Contained Breathing Apparatus (SCBA) Cascade System / Basin Fire Chiefs:**

Chief Courtright explained he has not put in much time working on this but if the Fire Board is willing to continue, he would follow up on the process of acquiring the SCBA Cascade System.

Chief said if the Fire Board would like him to proceed, he will meet with Peninsula Fire Board to discuss paying half the cost each year for maintenance and recertification.

President Sollid called for a motion to split the cost for the Cascade System with Peninsula Fire District to install the Cascade System.

Vice President Damsen made a motion to proceed with the installation of the Cascade System, seconded by Director Newton. The motion was unanimous. AYE – 4, NOES - 0, Absent - 1

**C. Current Contract - Hamilton Branch Fire District & Peninsula Fire District:**

Chief Courtright provided a newer copy of the Administrative Service Agreement to each Fire Board member to go over changes suggested by counsel.

Chief reported Peninsula Fire Board Negotiator & Hamilton Branch Fire Negotiator agreed with the changes to the contract and will present the changes to Board of Directors for signatures.

There was a discussion regarding prevailing wages each month. \$425.00 per day starting 7-1-2021 to 12-31-2021. Peninsula Fire will invoice Hamilton Branch Fire starting July first and payment will be due at the end of each month.

President Sollid called for a motion to approve the Administrative Agreement Contract.

Upon a motion Director Hurff, seconded by Vice President Damsen, the contract was approved unanimously. AYE – 4, Noes – 0 & 1 – Absent.

**8) New Business:**

**A. Monthly Expenditures for May – Fiscal Year 2020/2021:**

Vice President Sollid asked if there was any questions regarding the expenditures for *May*.

After a brief discussion, President Sollid called for a motion to approve the expenditures for *May*.

Upon a motion by Damsen, seconded by Hurff, the expenditures were approved.

**B. Preliminary Budget for Fiscal Year 2021/2022:**

Chief Courtright explained the Preliminary Budget changes for year 2021-2022.

Chief reported grant funds came in right at the end for this fiscal year.

He had put in for a \$63,215.91 grant for new & updated extraction tools, stabilizing struts, 5 sets of structure gear (turn outs). Chief said he placed the order this week and should receive it early August. There was a discussion regarding the use of the District's old equipment.

President Sollid called for a motion to approve the 2021/2022 Preliminary Budget.

Upon a motion by Vice President Damsen, seconded by Director Newton and with a unanimous vote, the Preliminary Budget for year 2021/2022 was approved.

AYE – 4, Noes 0 and 1-Absent.

### **C. Re-authorize Hamilton Branch Volunteer Firemen's Association Funds:**

Chief Courtright explained that in the past, twice a year, the Firemen's Association receive \$2,400.00 from our budget. There is an authorization letter on file from the Fire Board, which needs to be up-dated.

After a brief discussion, President Sollid called for a motion to approve and update the yearly funds of \$4,800.00 provided to the Volunteer Firemen's Association.

President Sollid called for a motion to update Hamilton Branch Volunteer Firefighter's Association yearly funds.

Upon a motion by Vice President Damsen, seconded by Director Newton and with a unanimous vote, the Volunteer Firefighter's funds were approved for one year.

AYE – 4, Noes – 0 & Absent - 1

### **D. Counsel Retention Agreement:**

Chief Courtright suggested that the Fire District retain an attorney for guidance if needed. Chief explained Peninsula Fire and Chester Fire recommend Gregory Einhorn, Attorney at Law. He is located in Chico. His rates are reasonable and the district may need an attorney in the future for guidance.

After a brief discussion, President Sollid called for a motion to retain Gregory Einhorn, Attorney at Law for the Fire District.

Upon a motion by Director Hurff, seconded by Director Newton and with a unanimous vote, Attorney Gregory Einhorn will represent our District.

AYE – 4, Noes – 0 & 1 - Absent

## **9) Reports:**

### **A. Fire Chief's Report:**

Chief Courtright said notices were sent out to property owners from the complaint we received at our last Fire Board Meeting.

Chief Courtright reported 2 Fire Response, 3 Medical Aids and 1 Public Assist in May.

Chief Courtright informed the Fire Board he is still working with Lassen Firesafe to create a fuel break in Hamilton Branch. Location is behind Hill Crest Drive.

Chief reported Engine 7321 has been fixed. (Transfer case). All other equipment is working well.

Chief reported a grant is still outstanding for wildland equipment and self-contained breathing apparatus (SCBA).

Chief informed the Fire Board about per-day employee status.

Chief reminded the Fire Board to update their 700 Forms, they are needed each year.

Chief informed the Fire Board that a Brown Act and Harassment training will be held in August. He said this is required every two years. Chief said he would provide the online information and sign up for this training.

**B. Fire Board of Director's Reports / Comments:**

None.

**10) Correspondence:**

None.

**11) Future Agenda Items:**

1. Monthly Expenditure for *June* – Fiscal Year 2020/2021- **Approval**
2. Cascade Air System – **Up-Date**
3. Final Budget for Fiscal Year 2021/2022

**12) Next Scheduled Regular Fire Board Meeting:**

**Wednesday, July 14, 2021, 1:00 PM, in Hamilton Branch Fire Hall, 3791 Big Springs Road, Lake Almanor Ca. 96137.**

**13) Meeting Adjourned**

There being no further business, President Sollid thanked everyone for attending the meeting and adjourned the Fire Board meeting at 1:25 PM.

Respectfully submitted by *Holly C. Coons*, Secretary.

The meeting minutes for *June 9, 2021* was approved on *July 14, 2021*.

X   
**Norm Sollid**

**Fire Board President**

HBF